

SECRET

FILED: *Records*
RETURN TO
October 1954
RECORDS MANAGEMENT DIVISION

MEMORANDUM FOR THE RECORD

SUBJECT: Request for Records Management Survey - NEA Division

25X1A9A

1. Mr. [] of the I & R Staff, in a telephone conversation, requested that I attend a meeting in his office on 30 November at 4:30 P.M. to discuss the possibility of this Division making a records management survey of NEA comparable to the one made in WH Division some time ago. The following were present at the meeting: Messrs. [] all of the I & R Staff.

25X1A9
A

2. The I & R Staff is conducting an inspection of the entire NEA Division and in connection therewith, they desire to have the following specific items covered in a records management survey:

- a. Determine elapsed time on dispatches;
- b. Determine elapsed time on completion of FI Information Reports;
- c. Determine duplication in records;
- d. Examine pseudonym records - investigate duplication between book and card record in NE []
- e. Determine compliance in replies to communications in accordance []
- f. Pay particular attention to duplication of personnel files and records;
- g. Determine if cross-reference has been made between records in Division and RI.
- h. Determine current condition of manuals, handbooks, notices and other instructional material.
- i. Check receipt and dispatch of KAPOK and RYBAT, sensitive indicators, in Branch to determine whether they have been processed in accordance with instructions.

25X1

25X1

SECRET

SECRET

j. Examine the receipt and delivery of mail and determine if physical location of registry is suitable in relationship to the service rendered to other organizational units of the Division;

k. Determine uniformity of filing systems.

25X1A9A 3. Mr. [] is conducting a special survey in the administrative activities of the Division. He is particularly anxious to see whether a records management program has been developed and the extent to which it is being administered in accordance with Agency and DD/P requirements. Check particularly adherence to [] and other applicable regulatory requirements.

25X1A9A 4. Messrs. [] were particularly complimentary with respect to the report submitted on WH Division. The only criticism was with respect to our recommendation on the file folders. It was their belief that the folders recommended were not substantial enough for the agent files.

25X1A9A Mr. [] also commented on the fact that on the forms inventory a number of items were pointed out as being obsolete and that this was not actually the case because the person who submitted the information on the forms was new in the Division and had unintentionally reported a number of forms that had not been used for some time.

25X1A9A 5. Mr. [] is particularly anxious to have his part of the survey completed as soon as possible, preferably by Wednesday, 8 December. His requirement is one which pertains only to administration of the program. He does not want a records and files inventory or any of the other details which we would include in a normal survey.

25X1A9A 6. Subsequent to this meeting, I discussed this request with Mr. [] of the Management Staff who is the representative in the DD/P area to determine the existing arrangement between DD/P, I & R Staff and the Management Staff with respect to surveys conducted jointly with I & R Staff. He reminded me of a memorandum of agreement between DD/A and DD/P dated sometime in September 1954, indicating that from that date forward there would be no joint surveys between I & R Staff and the Management Staff.

25X1A9A

25X1A9A 7. On 2 December, I discussed this request for a records management survey in NEA with Mr. []. I also advised him that [] would submit a written request for such a survey. I asked his advice with respect to proceeding with the survey since it was my understanding that the memorandum referred to above eliminated prior arrangements with respect to joint surveys. He called Mr. [] on the phone and, as a result of their discussion, he advised me to contact Mr. [] to make the necessary arrangements to proceed immediately with that part of the survey in NEA which has to do with administration of records management.

25X1A9A

25X1A9A

SECRET